

## **WELLESLEY BOARD OF PUBLIC WORKS RECORDS**

### **September 14, 2015**

The Wellesley Board of Public Works held a duly posted open meeting in the Boardroom of the Operations Building, 20 Municipal Way, convening at 5:30 p.m.

#### **PRESENT**

Those present included Chairman David A.T. Donohue and Commissioners Paul L. Criswell and Owen H. Dugan; Director Michael P. Pakstis; Assistant Director David A. Cohen; Water & Sewer Superintendent William J. Shaughnessy, Executive Secretary Debra Surner; and interested citizens John Schulte, David Laffitte and Brian Harris.

#### **APPROVAL OF MINUTES**

Upon motion duly made by Mr. Criswell and seconded by Mr. Dugan, it was unanimously,

**VOTED:** To approve the Open Session minutes of the meetings of July 14, 2015, August 19, 2015 and August 26, 2015, as presented.

#### **CITIZEN SPEAK**

**Mr. John Schulte.** John Schulte thanked the Board and Staff for the opportunity to speak this evening and informed them he has resided on Kenilworth Road for the past 15 years.

Mr. Schulte explained that he and his wife generally have low water usage which is why Water & Sewer Superintendent Shaughnessy alerted them of a spike in usage which took place during the time he and his wife were away in February. Mr. Schulte outlined the scenario in detail and confirmed that Mr. Shaughnessy had visited the home, checked both inside and outside water sources and observed no leaks, whatsoever. Following that visit, at the suggestion of Mr. Shaughnessy, Mr. Schulte submitted a letter requesting an abatement which was granted for the sewer portion – for 99 CCF though no abatement for the outdoor usage was given. Mr. Schulte confirmed that following their return home in March, the billing for water usage through April 17 showed that the usage had returned to the normal amount.

Mr. Shaughnessy reported Water & Sewer Division staff were able to confirm the water did travel through the inside water meter. Mr. Shaughnessy explained that after examining every potential indoor and outdoor source of leakage to determine what could have caused such high usage for a month, Mr. Shaughnessy conveyed that while

## WELLESLEY BOARD OF PUBLIC WORKS RECORDS

September 14, 2015

2

a source could not be positively identified, he was able to confirm the water went through the domestic meter inside in the basement. Mr. Shaughnessy said that he attributed the excessive usage to unintended use.

Following a query by the Board that the meters and associated mechanical devices were inspected and found to be in proper working order, it was the consensus of the Board of Public Works that the amount already abated is fair and conveyed to Mr. Schulte that it would not be possible to grant an additional abatement. Mr. Schulte thanked the Board and Staff for their time and consideration and departed the meeting.

**Mr. David Laffitte.** David Laffitte began by informing the Board and Staff that he has resided at 14 Dudley Road for the past 33 years and wanted to convey to all how appreciative he is of the many services provided by the Town.

Mr. Laffitte then conveyed he had come before the Board this evening to express his disappointment about the chip seal surface recently applied to Dudley Road. He described the surface as "lumpy, bumpy and sharp and rough", as well as "not child- or bicycle-friendly". Mr. Laffitte acknowledged that he understood the rationale for using chip seal and attributed the decision to budgetary constraints as other area roads had been totally resurfaced.

He conveyed that as the conversation has matured amongst those in the neighborhood, the conclusion drawn by area residents is that it is now worse than it was before and not family-friendly.

Mr. Laffitte emphasized his commentary is for setting expectations in the future. He added that he wishes to convey the message that if something like this is going to be done and the DPW can anticipate there might be differences of opinion as to how nice it will be down the road, it would be helpful to provide the neighborhood the option of having treatment of the road deferred until it is time for a total resurfacing. Again, Mr. Laffitte emphasized this commentary is not a request for action but rather a request that consideration be given as to how it could be handled in the future.

Mr. Pakstis responded by notifying Mr. Laffitte that the DPW staff uses a variety of techniques and explained the goal is always to attempt to maintain the integrity of any road surface. The Director explained that often the chip seal application provides a more durable, wearable surface than asphalt, combined with the added benefit of stretching of dollars as asphalt is extremely expensive.

The Board thanked Mr. Laffitte for his comments and he, in turn, thanked the Board for listening to his feedback and recommendations to be taken under advisement for the future.

## WELLESLEY BOARD OF PUBLIC WORKS RECORDS

September 14, 2015

3

**Mr. Brian Harris.** Brian Harris introduced himself to the Board and said he has been living in Wellesley for the past 15 years, or so and he, too, wished to echo the comments shared earlier by Mr. Laffitte as he considers the services in Wellesley to be "generally fantastic" and the level of responsiveness is appreciated. He explained he was present this evening to request that Sunday hours be made available at the Recycling and Disposal Facility to the residents on a year round basis. Mr. Harris also extended his appreciation to both the Director and Assistant Director for having taken time to meet with him to provide him with a more comprehensive understanding of the budget process. He indicated one major reason he feels so strongly about this matter is that so many residents work Monday through Friday and have only the weekends to rid themselves of the waste and lawn clippings. Mr. Harris suggested that the cost of running the operation on Sundays could be covered with the Operating Budget and, if not, to be funded through a special request for additional funding. While he had been reminded by both Staff and the Board that this had been voted down once before when it was placed on the ballot, he feels it is time to once again seek approval by the residents for this appropriation of funds.

Mr. Harris concluded his remarks by thanking the Board and Staff for their willingness to listen, as well as for their dedication to making things run smoothly throughout the entire Department

**Advisory Liaisons.** No one from Advisory was present at this meeting. However, it was noted it is anticipated that Frank Tarbox has been asked to serve as the Advisory Liaison to the Board and Department of Public Works for the coming year.

**Coming Events.** The Director referred to a number of upcoming meetings and events including an Inter-Board meeting and Special Town Meeting.

**Next BPW Meeting Date.** While a specific date was not decided upon, it was agreed that a meeting would be scheduled in mid-October.

**Town Government Study Committee.** The Director referred to correspondence related to the Committee's Final Recommendations on changes to the structure of Town Government.

**Accident summaries.** The Director reviewed the most recent incidents. Chairman Donohue suggested that having the employees back into parking spaces to enable them to later pull forward into traffic rather than having to back out into oncoming traffic which could lower the risk of vehicle and equipment incidents. He also referred to the Safety Spotlight for the month of September with a focus on Roadway Work Zone Safety, as well as Safety Toolbox Training on Preventing and Treating Mild Sprains and Strains.

## WELLESLEY BOARD OF PUBLIC WORKS RECORDS

September 14, 2015

4

**Statement of Fact Activity Report.** The Director referred to activity updates to the list of contracts including a License Plate Recognition (LPR) System to be installed at the Recycling & Disposal Facility which is expected to be in operation within two months.

**Quarterly Report.** The Director referred to the highlights FY15 Fourth Quarter Report. The Board inquired about specific topics related to activities in the various divisions and programs including sidewalk and road work scheduled for the remainder of this season. Also reviewed and discussed included an update on the quarterly status of the Director's Goals; budget status of the Operating and Capital Budgets as well as measures and targets related to health and safety and maintenance of the Town's assets and infrastructure.

Commissioner Criswell requested the minutes reflect his reference to a recent complimentary e-mail message sent by Municipal Light Plant Director Richard Joyce to Mr. Pakstis in appreciation for work completed by employees of the Park & Tree Division Staff. Mr. Joyce expressed his appreciation for the assistance provided in response to his request made to Assistant Park Superintendent Michael Quinn to arrange for the removal of excessive growth of plant material surrounding the old substation. Mr. Joyce made a special point of remarking on the crew's diligence in spite of the oppressive humidity and credited them with having demonstrated a work ethic "second to none". He also noted the excellent leadership of that Division and requested that his appreciation be extended to Mike Quinn, Kent Warren and the crew for their having performed the tasks at hand in a most professional and timely manner.

**FY 2017 Tax Impact Operating and Capital Budgets.** The Director and Assistant Director reviewed with the Board in detail the Operating Budget Summary which identified the Department's anticipated tax impact operating needs for FY2017. The total FY 2017 tax impact request is \$6,403,006 which is an increase of \$237,098 or 3.8% over the FY16 budget. Staff referred to significant changes in the operating budget presentation. Those changes included a new "Stormwater" Division to bring all of the storm water –related expenditures under one budget. The second change is the creation of a "Facilities" Division to show the dollars that are planned to be transferred to the Town's Facilities Maintenance Department (FMD) in FY17. The third relates to the RDF Business Initiatives and the RDF Baler Replacement Fund budgets which have been included in the personal services and expense budgets. Staff also reviewed the specifics related to the highlights of the personal services increase of \$197,098 as well as the expense increase of \$40,000.

It was noted Staff would continue to work toward refining this funding request.

The Director also referred to Version 1.0 of the FY 2017 Tax Impact Capital Budget and explained that Version 1.0 summarized the anticipated capital needs of the Department for the next five years. The total FY17 cash capital request is \$5,306,000 and is \$218,000 higher than the FY17 projection in last year's five-year budget. The amount proposed to be funded through borrowing and our anticipated use of Chapter 90 funds

## WELLESLEY BOARD OF PUBLIC WORKS RECORDS

September 14, 2015

5

is the same as projected last year. The changes from last year's plan for FY17 were itemized under RDF Truck Scale; High School/Hunnewell Field; Playground Reconstruction; and Equipment Procurement.

The Director noted that Staff would also continue to refine this draft plan and would provide a revised plan with more detailed information at the October meeting.

Vice Chairman Criswell requested that he be on record as encouraging the Board and Staff to work toward finding a way to cover the costs associated with Sunday openings at the RDF. Mr. Criswell suggested that perhaps the expense of the RDF being open an additional day could be covered by the Department being granted a portion of the revenue provided by the RDF which is currently given to the Town's General Fund.

**Department of Public Works FY16 Director's Goals.** The Director referred to the goals which had been revised, where appropriate, based upon feedback from the Board at the July 14 meeting. Upon review of the revised goals it was the consensus of the Board that the goals were acceptable, as revised and presented. (Copy attached.)

### WATER & SEWER DIVISION

**Irrigation Well Request.** The Director referred to the request made by and granted to Ms. Egger of 66 Ridge Hill Farm Road which he had previously approved on behalf of the Board in July.

Following the recommendation of the Director and upon motion duly made by Mr. Criswell and seconded by Mr. Dugan, it was unanimously,

**VOTED:** To approve the irrigation well as proposed in the correspondence dated July 29, 2015 from Director Pakstis to Mr. Parquet of Affinity Builders granting approval of the request from Ms. Maggie Egger, the property owner, for permission for Northeast Water Wells of Hudson, NH to drill a well for irrigation purposes less than 200 feet in depth at #66 Ridge Hill Farm Road.

**Monthly Performance Report.** Mr. Pakstis referred to the report prepared by Water & Sewer Superintendent Shaughnessy that highlights the Water & Sewer Division's activities during August 2015 including: the daily water pumping records; the iron and manganese Chemical Analyses, and a graph of water supply trending as well as a graph of the temperature and precipitation, and a summary report. It was noted that the contract specification for the Morses Pond Well Cleaning project is near completion.

**Water & Sewer Enterprise Funds Financial Statements.** The Director referred to the Financial Statements for the month of June 2015. It was acknowledged the existing cash supply is sufficient.

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS**

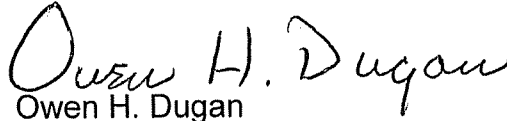
**September 14, 2015**

**6**

**ADJOURNMENT**

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Owen H. Dugan". The signature is written in dark ink and is positioned above the printed name and title.

Owen H. Dugan  
Secretary

**TOWN OF WELLESLEY**  
**DEPARTMENT OF PUBLIC WORKS**



DAVID A. COHEN, ASSISTANT DIRECTOR

*David A. Cohen*

September 9, 2015

To: Michael Pakstis

Re: **Department of Public Works FY16 Director's Goals**

The following are the DPW-Wide Director's Goals proposed for FY16. These goals have been revised where appropriate based on feedback received from the Board of Public Works earlier this summer. Specific deliverables and timelines are shown for each Goal when appropriate. These goals are in addition to the primary annual Department Goals:

- End FY16 on Budget
- Complete the FY16 Capital Plan
- Complete the FY16 Maintenance Targets

**Goal # 1 – Reduce lost time injuries & at-fault vehicle accidents by 50% from FY15**

- By September 30<sup>th</sup>, Implement Trench Safety Program
- By October 31<sup>st</sup>, create and Implement Safety Training Evaluations
- By May 31<sup>st</sup>, complete one Job Hazard Analysis each month
- By May 31<sup>st</sup>, update second half of Safety Handbook

**Goal # 2 – Complete the DPW tasks associated with the Town's major projects,** including Fuller Brook Park Preservation Project, Senior Center, 900 Worcester Street, North 40 Study Committee, Bike Safety Committee, Traffic Safety Committee, and Town Government Study Committee.

- Deliverables as needed to support these projects

**Goal # 3 – Reduce/Maintain "unaccounted for water" at less than 12.5%.**

- Continue a systematic sounding of hydrants with the digital leak detector (DLD) to identify hydrant leaks and possibly system leaks nearby, and repair/replace as required, with a goal of sounding 1,000 hydrants per year.
- Calibrate each of the three treatment plant master meters.
- Continue to test the larger meters for accuracy, and repair/replace as required, with a goal of at least 7 meters per year.
- Change out the remaining 2-inch and 3-inch meters in our system that have not been changed out in recent years.
- Make ongoing repairs to leaks as they are identified.
- By June 30<sup>th</sup>, maintain FY17 "unaccounted for water" at less than 12.5%.

**Goal # 4** – Coordinate and carry out all tasks needed to meet the Town's FY17 Budget Guidelines, incorporating benchmarks and performance measures in the DPW FY17 Budget.

- By September 30<sup>th</sup>, complete Manager's and Director's Budgets
- By December 31<sup>st</sup>, complete guideline budget submittal to Advisory
- By May 1<sup>st</sup>, carry out data collection and analysis as required to support the DPW and Town budget process and presentations

**Goal # 5** – Create a stand-alone Stormwater Program Budget identify the impact of the new EPA and DEP Stormwater Permit requirements, evaluate funding models and propose the preferred funding model.

Deliverables:

- By September 30<sup>th</sup>, determine the anticipated operating and capital requirements to maintain the Town's drainage infrastructure and identify the impact of new EPA/DEP permit requirements
- By October 31<sup>st</sup>, prepare a FY17 operating, 5 year capital and multi-year proforma budget to fund these requirements
- By November 15<sup>th</sup>, identify funding options, including enterprise-type funds.
- By December 31<sup>st</sup>, prepare a recommendation for the Board.

**Goal # 6** – Complete Automatic Meter System Pilot Program to determine scope of town-wide water meter replacement.

Deliverables:

- By August 31<sup>st</sup>, identify the pilot test area
- By September 30<sup>th</sup>, install hardware and software
- By October 31<sup>st</sup>, evaluate data
- By November 30<sup>th</sup>, finalize bid spec

**Goal # 7** – Complete RDF Transition Plan in anticipation of RDF Superintendent retirement in FY16.

Deliverables:

- By September 30<sup>th</sup>, review and revise RDF Management and Administrative job descriptions
- By October 15<sup>th</sup>, identify and prioritize existing documentation and SOPs
- By November 15<sup>th</sup>, update documentation and SOPs
- By December 31<sup>st</sup>, advertise for RDF Superintendent
- By March 31<sup>st</sup>, fill RDF Superintendent position



## **Goal # 8 – Construct new Salt Shed**

### **Deliverables:**

- By July 31<sup>st</sup>, complete specifications and advertise for bids
- By August 31<sup>st</sup>, receive bids and award contract
- By September 30<sup>th</sup>, complete site preparation and start construction
- By November 30<sup>th</sup>, complete construction